

Vinton County Offices Telephone Numbers

For emergency calls from within the Courthouse:

- Select an outside line (a Pool or Line button)
- Dial 7 and wait for a second dial tone
- Dial 9 1 1

You may also:

- Press the Intercom button
- Dial 291

Note: to transfer a call from the Courthouse system to a CentraNet extension, use the *LINK* function.

Office	Voice	Centra Net
Auditor's Office	596-4571 x231	262 x231
Commissioners' Office	596-4571 x221	262 x221
Clerk of Courts Office	596-3001	275
Common Pleas Court	596-4319	271
Community Corrections Department	596-4571 x236	262 x236
Community Development Department	596-3529	277
Coroner's Office	286-2288	
County Court	596-5000	273
Dog Shelter	596-9285	
Elections Office	596-5855	
Emergency Medical Services	596-4122	
Emergency Management Agency	596-3524	
Engineer's Office	596-4571 x241	262 x241
Health Department	596-5233	200
Highway Department	596-5746	244
Department of Job & Family Services	596-2584	222
Juvenile Services Department	596-4411	272
Department of Mental Retardation & Developmental Disabilities	596-5515	240
Probate and Juvenile Court	596-5480	271
Prosecuting Attorney's Office	596-5583	267
Recorder's Office	596-4314	265
Recycling Department	596-4571 x245	262 x245
Safety Office	596-3524	
Sheriff's Office	596-5242	249
Soil & Water Conservation District Office	596-5676	247
Title Office	596-5401	274
Treasurer's Office	596-4571 x227	262 x227
Veterans Service Office	596-4571 x224	262 x224
Adult Parole Authority Office	596-0631	
OSU Extension Office	596-5212	252
Senior Citizen's Center	596-4706	245

Vinton County Courthouse Telephone Numbers & Extensions

Office/Person	P/D	Voice	Fax
Adult Parole Authority Staci Staten	P	596-0631 Ext 235	
Auditor's Office Cindy Owings Brenda Allen Christy Reed Kathi Mountjoy Records Room	P	596-4571 Ext 238 Ext 234 Ext 232 Ext 233 Ext 230	596-2462
Clerk of Courts' Office Lisa Gilliland Carol Walker Chris Hatem	D	596-3001 Ext 250 Ext 252 Ext 251	596-9611
Commissioners' Office Commissioners Brandie Minton Conference Room	P	596-4571 Ext 222 Ext 221 Ext 223	596-0631
Common Pleas Court Jeff Simmons Kim Seitz Court Room-Bench Court Room-Recorder Jury Room	D	596-4319 Ext 270 Ext 271 Ext 272 Ext 273 Ext 285	
Community Corrections Department Pam Radabaugh Kelly Jones	P	596-4571 Ext 236 Ext 237	596-9356
County Court Jim Salyer Rita Ward Debbie Reyonlds	D	596-5000 Ext 276 Ext 274 Ext 275	596-9721
Emergency Management Agency Dave Pollinger/Tom Coelho Emergency Operations Center	P	596-3524 Ext 286 Ext 287	
Engineer's Office Ron Sharrett Jane Wooddell	P	596-4571 Ext 241 Ext 242	596-2850
Map Room Brian Reedy Nancy Barnett	P	596-4571 Ext 243 Ext 244	
Juvenile Services Department Kathy Cecil Dave Yates Angie Caudill Richard Pleise	D	596-4411 Ext 281 Ext 282 Ext 283 Ext 284	
Juvenile/Probate Court Bob Grillo Carolyn Palmer Pam McKinniss Court Room	D	596-5480 Ext 277 Ext 278 Ext 279 Ext 280	596-3438
Prosecuting Attorney's Office Tim Gleeson Seth Elliott Johnna Rose Heidi McIntire	D	596-5583 Ext 246 Ext 247 Ext 248 Ext 249	596-4702
Recorder's Office Lori Graman Christy Kruger	D	596-4314 Ext 225 Ext 226	596-2265
Recycling Department Angie Mitchell	P	596-4571 Ext 245	
Sheriff's Office Dispatcher	P	596-5242 Ext 291	596-2225
Treasurer's Office Larry Clary Kay Clary Mary Hayes Terminal	P	596-4571 Ext 227 Ext 228 Ext 229 Ext 292	596-5022
Veterans Service Office Dan Shockey	P	596-4571 Ext 224	596-4879

Vinton County Courthouse Telephone Instructions

*Pool Offices are coded **P** and Direct-Dial Offices are coded **D** in the **P/D** column on Page 2.*

To Make Calls Outside the Courthouse:

Pool Offices: Press **Pool 1** . If you receive an error tone, press **Pool 2** .

Direct-Dial Offices: Press **Line 1** or **Line 2** (if you have one). If you see an arrow next to the line button, it is already in use.

To call inside the Vinton County CentraNet system, dial the office's 3-digit CentraNet number.

To call outside the Vinton County CentraNet system, dial 7, wait for a second dial tone and then dial the number.

To Make Calls Inside the Courthouse:

Press **Intercom** and dial extension number.

To Receive Calls:

When instrument rings, pick up the handset.

To answer hands free or select a specific line to answer, press the appropriate button with a flashing arrow next to it.

To Pick Up a Call to Another Extension:

Press **PickUp** and dial extension number that is ringing.

To Conference a Call (add an extension to the conversation):

Make or receive call.

Put first call on hold by pressing **Hold** . Arrow next to that line will flash.

Make second call.

When call is answered, press **Feature 3** or **Conf/Trans** .

Press the button of the line on hold.

To hang up, press **RLs** . If one of the calls is to an extension or courthouse number, the two callers will still be connected.

To Transfer a Call to Another Extension:

Follow the instructions for conferencing or:

Press **Feature 7 0** .

Dial the other extension.

Hang up or press **RLs** .

To Forward Calls to Another Office (only applies to Pool Offices):

Press **Feature 4** .

Dial the extension you want to receive your calls.

To Cancel Call Forwarding:

Press **Feature # 4** .

To Link Calls to Other CentraNet Offices:

Press **Feature 7 1** or **Link** .

Dial the office's 3-digit CentraNet number.

To Check Voice Mail:

Press **Feature 9 8 1** or **Voice Mail** .

Enter PIN.

Follow prompts.

To Program Speed Dial:

Press **Feature * 4** . "Enter code:" will display.

Enter a 3-digit number between 256 and 279. *Be sure to record this information, as there is no way to re-view or retrieve it.*

Enter all the desired numbers/keys to be dialed. To insert a pause, press ***** — essential for dialing outside numbers.

Press **Hold** when finished.

To Use Speed Dial:

Press **Feature 0** or **Speed Dial** and appropriate 3-digit code. You may have to press a Line or Pool button first if didn't program this in.

To View Current In-Calling Number (Caller ID):

Pool Offices: Caller name automatically displays. Press **Feature 8 1 1** and use **#** and ***** (our display buttons, if you have them) to view number.

Direct-Dial Offices: Press **Feature 8 1 1** and use **#** and ***** (our display buttons, if you have them) to view name and number.

To View Previous In-Calling Numbers (Caller ID):

Press **Feature 8 1 2** and use **#** and ***** (our display buttons, if you have them) to view names and numbers.

To Page:

Press **Feature 6 0** . "Page choice" displays.

Press **1** . "Enter zone" displays.

Press the desired zone or **0** for courthouse wide — remember this includes court rooms.

Make your announcement.

When finished, hang up or press **RLs** .

Zone 1: Commissioners, Auditor, Engineer, Veterans Service.

Zone 2: Recorder, Treasurer.

Zone 3: Adult Parole, Community Corrections, Recycling.

Zone 4: Prosecuting Attorney.

Zone 5: Court offices.

Zone 6: Court and Jury rooms.